The report portal includes a variety of commonly used standard reports that are developed and managed by the OFM enterprise reporting team.

Overview

The report portal provides a common place to access and distribute standard reports to support financial analysis. For example, the portal includes various reports with financial and budget data from business areas such as AFRS (Agency Financial Reporting System), TALS (The Allotment System), BDS (Budget Development System), CBS (Capital Budget System), OMWBE (Office of Minority and Women's Business Enterprises), TEMS (Travel and Employees Management System), etc.

- ✓ Access to standard reports and data will be based on your user role/permissions.
- ✓ Standard reports are developed by the enterprise reporting team to meet current and emerging business needs. The reports include several options so that you can narrow/expand the focus of the data. You can also print and export report results.
- ✓ For additional information, reference the enterprise reporting page on the [OFM IT systems website]() or contact the OFM Help Desk.

OFM HELP DESK HereToHelp@ofm.wa.gov 360.407.9100

Log On / Log Off / Change Password

Authorized users can log on with their enterprise reporting (ER) user ID/password from inside the state government network (SGN) or via Secure Access Washington (SAW).

- ✓ To request an enterprise reporting user ID/account so that you can log on to the report portal, use the access request form on the OFM website.

1. Open: Browser.
2. Input: ER URL/address (https://rp.ofm.wa.gov).

➔ Use Secure Access Washington (SAW) if you need to log on to the report portal outside of the state government network (SGN).

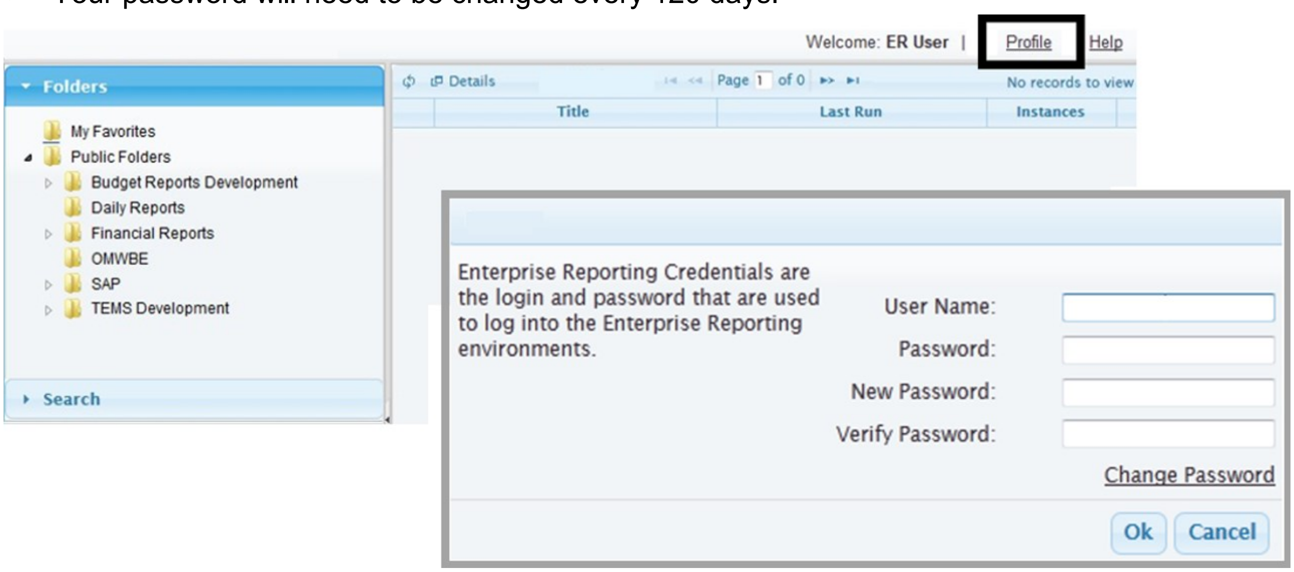
3. Input: User name.
4. Input: Password.
5. Select: Ok.

➔ After you log on, the report portal will display your home page with a list of folders based on your user role/permissions.

➔ To log off, close your browser window.

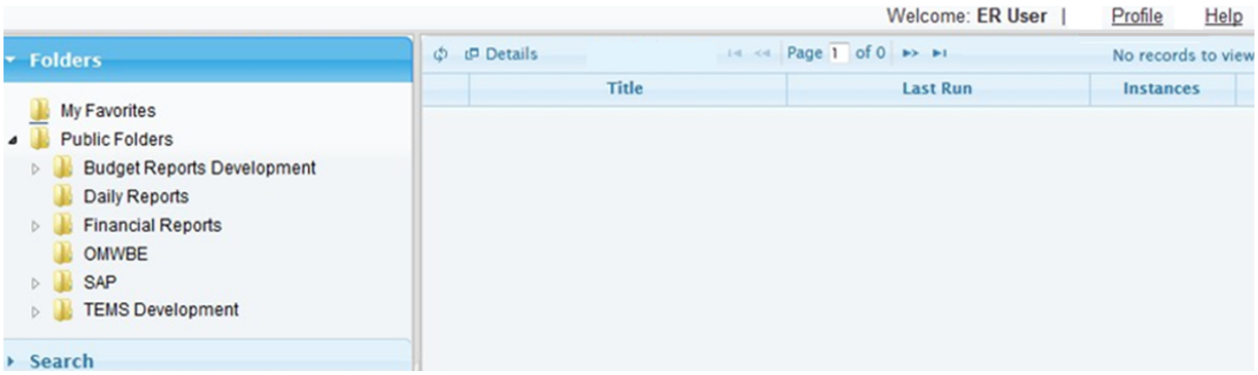
➔ In this example, the report portal home page is displayed.

- ✓ Use the profile menu to change your password.
- ✓ Your password needs to include at least 8 characters with at least two of the following characters: upper case letter, lower case letter, number, special character (!@#$%^&*).
- ✓ Your password cannot include your log on ID.
- ✓ Your password will need to be changed every 120 days.



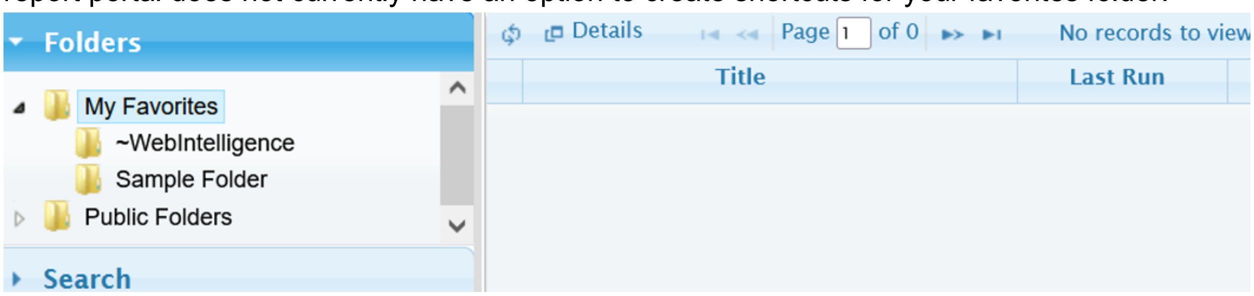
Basic Navigation

The report portal home page includes a list of folders with available reports based on your user role/permissions.



Folders - My Favorites

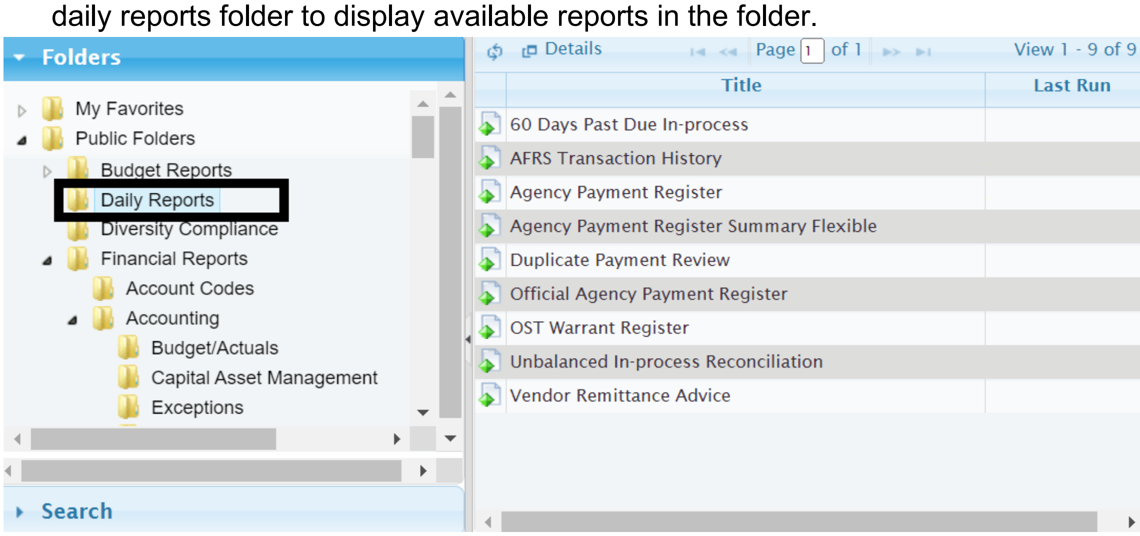
Items in your favorites folder are created using Web Intelligence (WebI) tools outside of the report portal. The report portal does not currently have an option to create shortcuts for your favorites folder.



Folders - Public

Use the public folders to access commonly used standard reports.

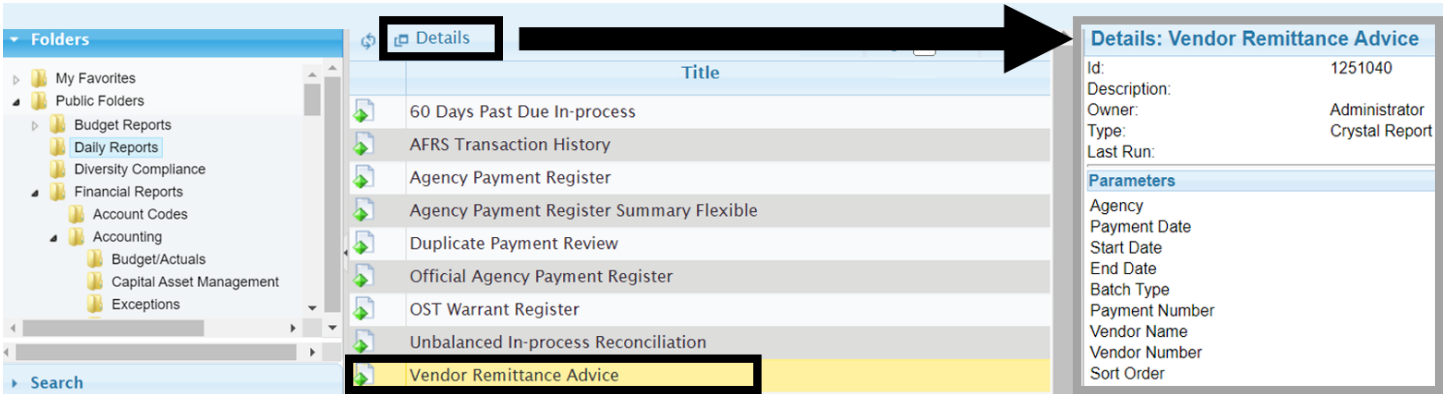
✓ Folders and available reports will be based on your user role/permissions. In this example, we select the daily reports folder to display available reports in the folder.



Display Report Details

Use the report details to display the report description and parameters.

✓ In this example, we select the details option and the vendor remittance advice to display the report description and parameters. The details option is a toggle so you can select it again to close the details panel if you do not want to display the report details.

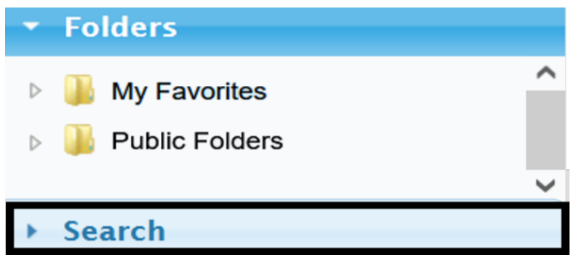


Search Folders

Use the search option to find standard reports based on report name and report description.

1. Select: Search.

➔ Report portal will display search fields so that you can input search criteria.



2. Input: Search criteria.

3. Select: Ok.

➔ You can use full or partial values for the report name or report description. Do not include wild cards (* or %) with partial values.

➔ In this example, the search results are displayed.

Schedule Report (Run Report Instance)

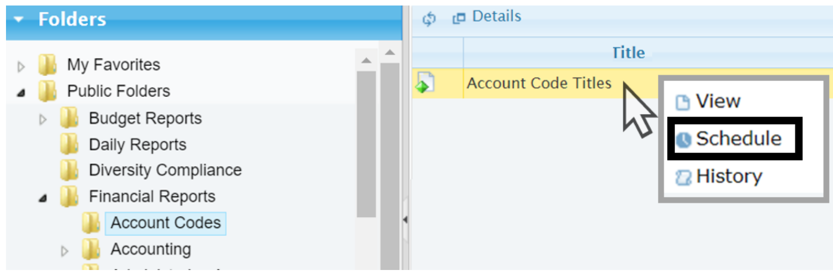
Use the report schedule options to run a report.

✓ You can schedule a report from the my favorites folder or public folders. If you used the search option to find a report, you can also schedule the report from the list of reports in your search results.

1. **Right-click:** Report.
2. **Select:** Schedule.

➔ Report parameters will be displayed.

➔ You can also double-click the report to display the parameters to schedule the report.

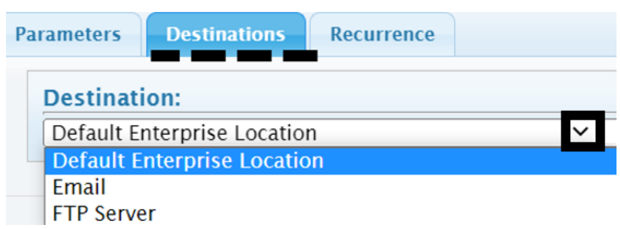


3. **Select:** Parameters.
4. **Input:** Report parameter information.

➔ Some reports have more parameters than others and you will scroll through the list of parameters to provide information.

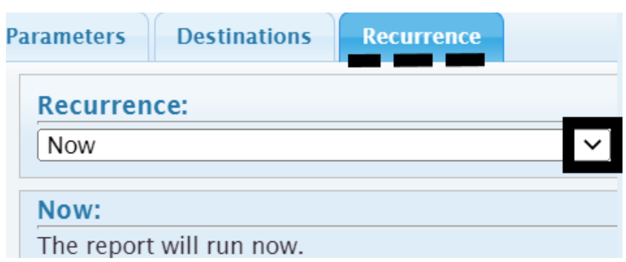
5. **Select:** Destinations.
6. **Input:** Report destination information.

➔ You might be prompted for additional information based on the destination selected.



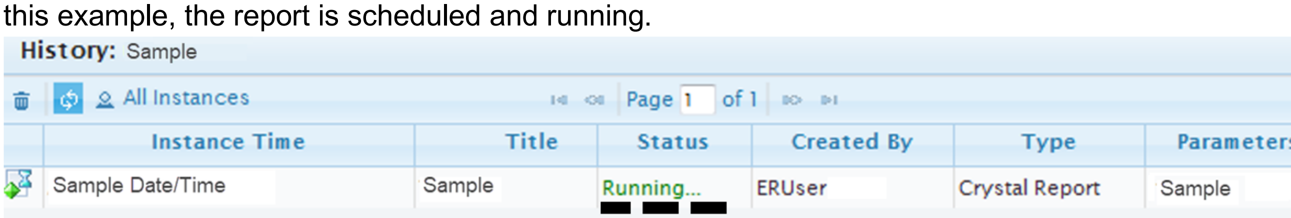
7. **Select:** Recurrence.
8. **Input:** Report recurrence information.

➔ You might be prompted for additional information based on the recurrence selected.



9. **Select:** Schedule.

➔ When you schedule a report, the schedule page will close and the history page will be displayed. In this example, the report is scheduled and running.

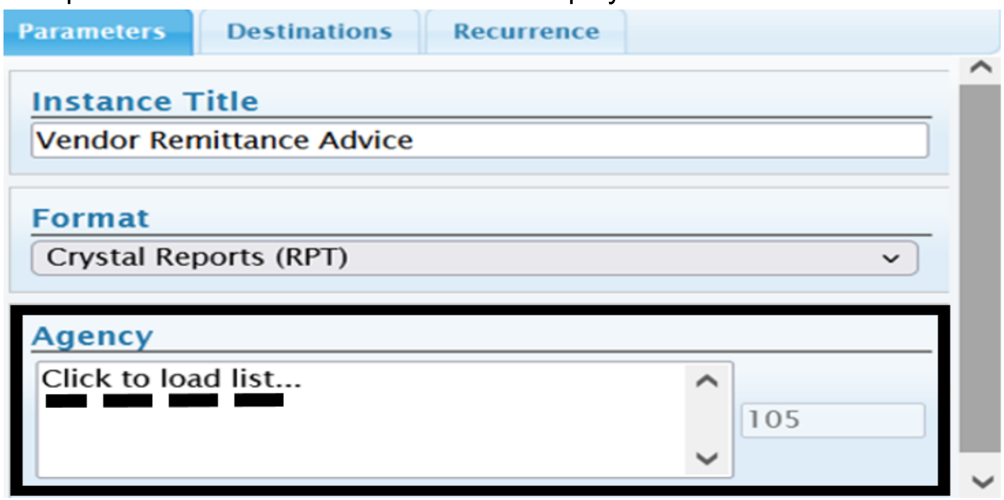


Parameters

Use the parameters to provide information for scheduling a report.

- ✓ Parameters provide additional information about how the data will be filtered for the report. Some reports have more parameters than others and you will scroll through the list of parameters to provide information.
- ✓ If you need to schedule a report for a different agency or biennium, change the values for those parameters first and the values in other related lists will be based on that agency or biennium.

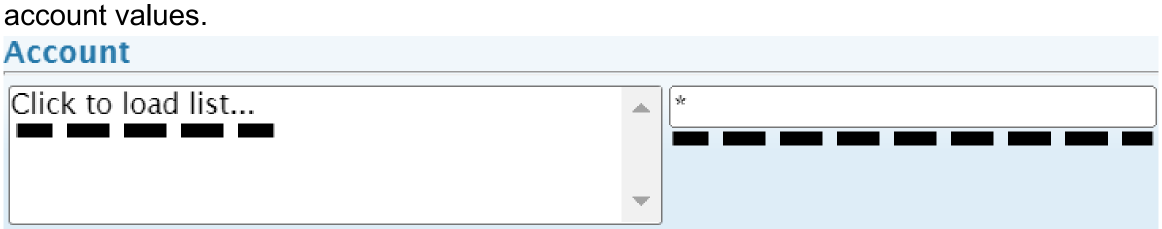
➔ In this example, the vendor remittance advice parameters include a prompt to load a list of agencies so that you can make your selection. You can also use the shift-key or ctrl-key (control key) to select multiple values when the selection list is displayed.



Free-Form

Some reports include a free-form option so that you can input values instead of selecting them from a list. This option can be helpful if you know the specific codes that you want to use.

➔ In this example, we can load a list of accounts to select and we can use the free-form option to input account values.

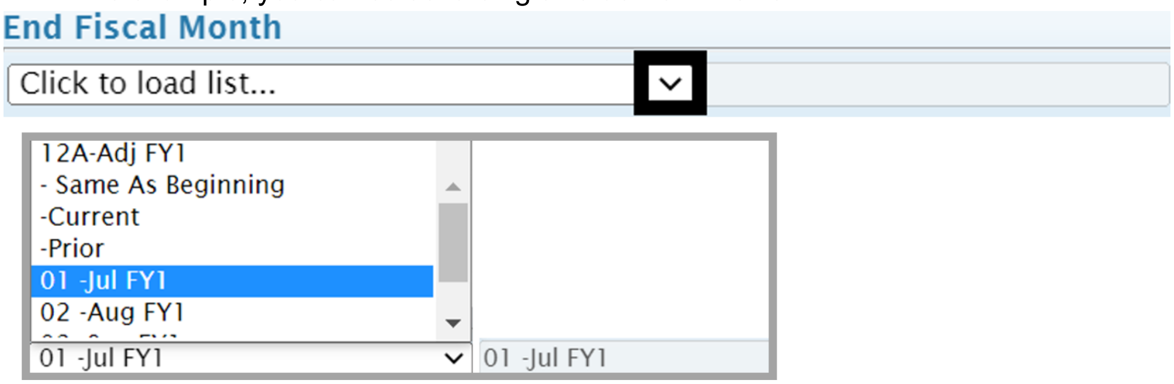


Selection List (Dropdown List/Pick List)

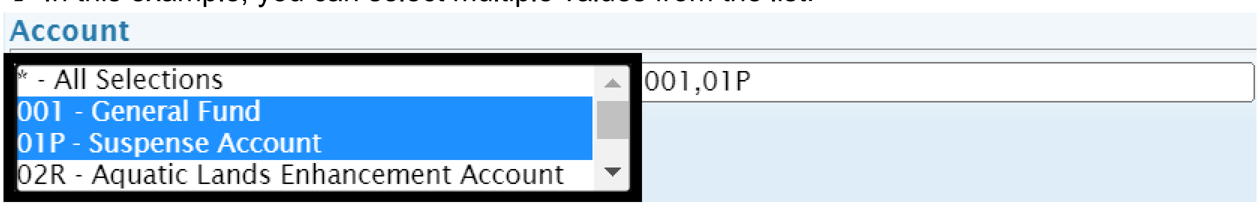
Some reports include selection lists so that you can select single or multiple values.

- ✓ Some selection lists provide the option to select more than one value. To select more than one value, use the shift-key or ctrl-key (control key).
- ✓ If you need to schedule a report for a different agency or biennium, change the values for those parameters first and the values in other related lists will be based on that agency or biennium.

➔ In this example, you can select a single value from the list.



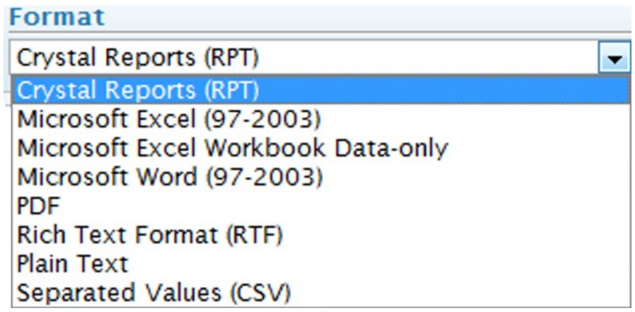
➔ In this example, you can select multiple values from the list.



Format

Most of the reports will use Crystal Reports as the default format to optimize the report output (display, appearance, additional options, etc.). If you select a different format, the report output will be based on that different format (original format is not preserved because it was intended to be displayed in Crystal Reports).

➔ In this example, you can select a different format for the report.

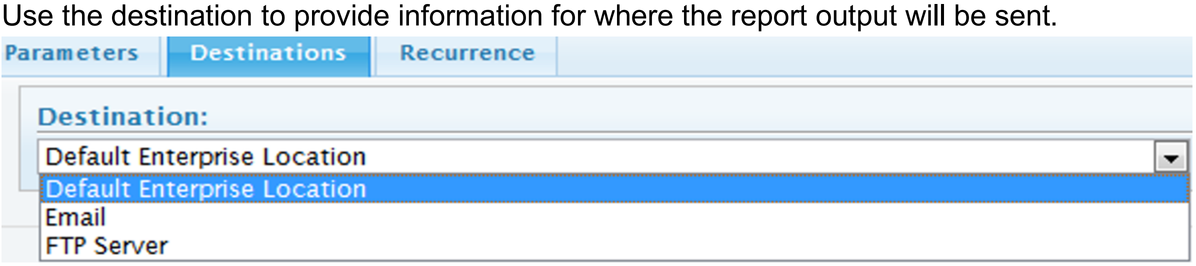


➔ Microsoft excel workbook data-only format is helpful if you need to manipulate the report data after you export it. For example, excel will export the report body (including group headers, detail lines, group footers) and will attempt to preserve the look and feel of the original report but some data fields may span two or more columns.

Report Category	Additional Information
Allotment Expenditure	When you export reports in the allotment expenditure categories, use the regular excel format (not data-only) to retain good format integrity. ✓ Use excel workbook data-only format if you need to manipulate the exported data.
Expenditure Activity	When you export reports in the expenditure activity categories, use the regular excel format (not data-only) to retain the original report format with page headers and footers intact. ✓ Use excel workbook data-only format if you need to manipulate the exported data.

Destinations

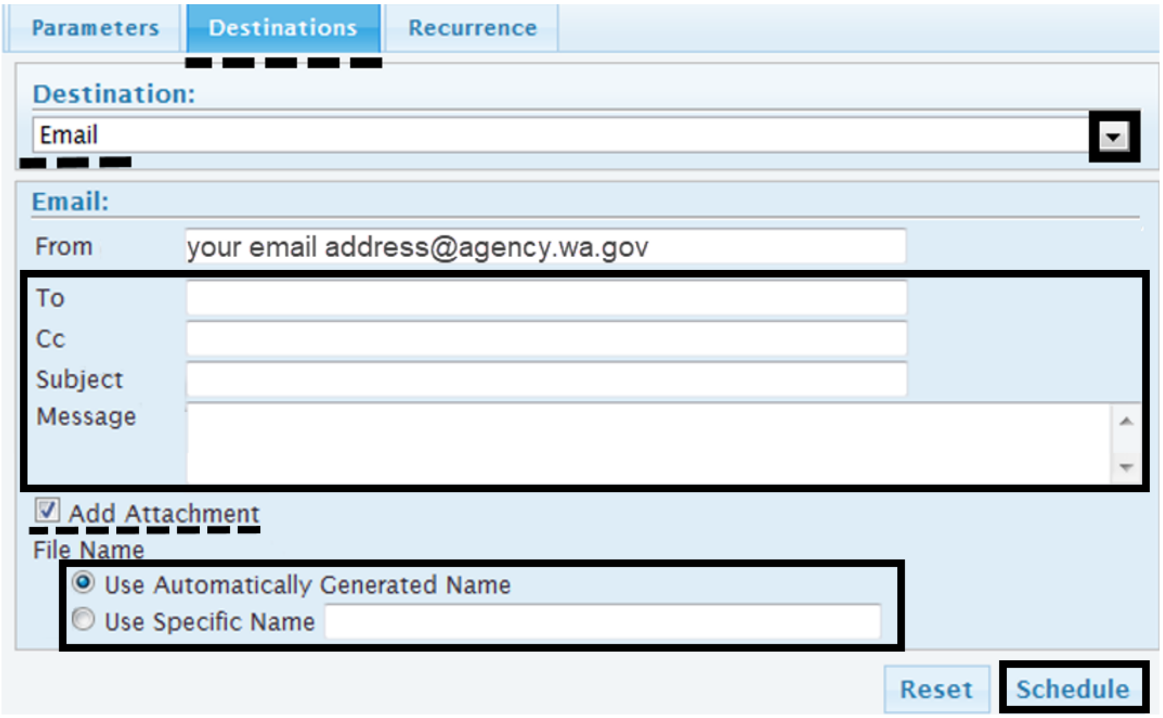
Use the destination to provide information for where the report output will be sent.



Option	Additional Information
Default Enterprise Location	Uses the default location for enterprise reporting to provide historical instance so that you can view the report output using the report portal.
Email	Sends the report to one or more email addresses. ✓ Also provides historical instance so that you can view the report output using the report portal.
FTP Server	Sends the report to an authorized server using file transfer protocol (FPT). ✓ Also provides historical instance so that you can view the report output using the report portal.

Email

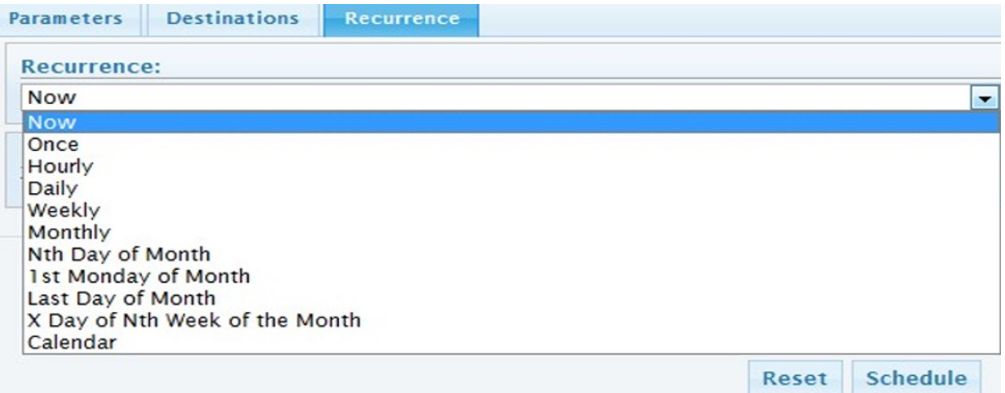
It is recommended that you use Adobe Acrobat or excel format when you want to email a report. If you want to email a report with a default format of Crystal Report (.rpt), the email recipient will need the Crystal Offline Viewer installed to display the report.



Field	Additional Information
From	Automatically populated with your email address.
To Cc	Input one or more email addresses. ✓ For multiple addresses, separate with a semicolon (;). ✓ Use valid email address (name@agency.wa.gov). For example, full SMTP (simple mail transfer protocol) email address. If needed, use your agency Outlook Global Address List to lookup the email address.
Subject	Input a brief description (this is optional but can be helpful for the report recipients).
Message	Input a brief message (this is optional but can be helpful for the report recipients).
Add Attachment	Ensure the checkbox ☑ is checked. ✓ The report will not be included in the email if the checkbox is not checked ☐.
File Name	You can use the automatically generated name (system will provide name) or you can provide a specific name. ✓ Include the file extension if you use a specific file name (sample.xls).

Recurrence

Use the recurrence to provide information for scheduling a report.



Option	Additional Information
Now	Run report now.
Once	One time during specific timeframe. ✓ Select start/end timeframe. If you schedule the report with events, the report will run once if event is triggered between start and end times.
Hourly	Hourly during specific timeframe. ✓ Select start/end timeframe in hours and/or minutes. The first instance is created at the start time and subsequent instances will be created hourly during the specific timeframe.
Daily	Once a day during specific timeframe. ✓ Select start/end timeframe.
Weekly	Weekly during specific timeframe. ✓ Select start/end timeframe and days of the week.
Monthly	Monthly during specific timeframe. ✓ Select start/end timeframe and monthly interval.
Nth Day of Month	Monthly during specific timeframe. ✓ Select start/end timeframe and day of the month.
1st Monday of Month	Monthly during specific timeframe. ✓ Select start/end timeframe.
Last Day of Month	Monthly during specific timeframe. ✓ Select start/end timeframe.
X Day of Nth Week of Month	Monthly during specific timeframe. ✓ Select start/end timeframe with day and week of the month.
Calendar	Specific timeframe based on values in dropdown list. ✓ Select start/end timeframe and select value from the dropdown list. • AFRS Fiscal Month Closing • AFRS Fiscal Month Closing – One Day Before • AFRS Fiscal Month Closing – Two Days After • AFRS Fiscal Month Closing – Two Days Before • CAFR Closing • Fifth Business Day of the Month • Fifth Paydate minus two days Third • Business Day of the Month

History Page

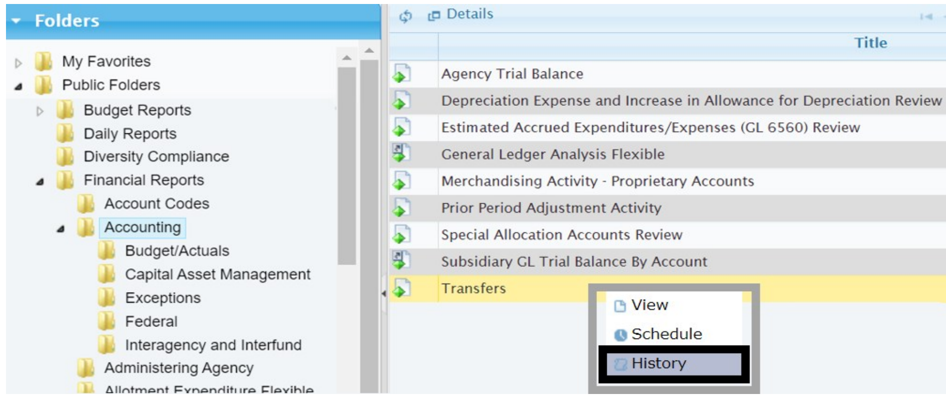
When you schedule a report, the schedule page will close and the history page will be displayed.

✓ You can also display the history page from a report in one of the report folders.

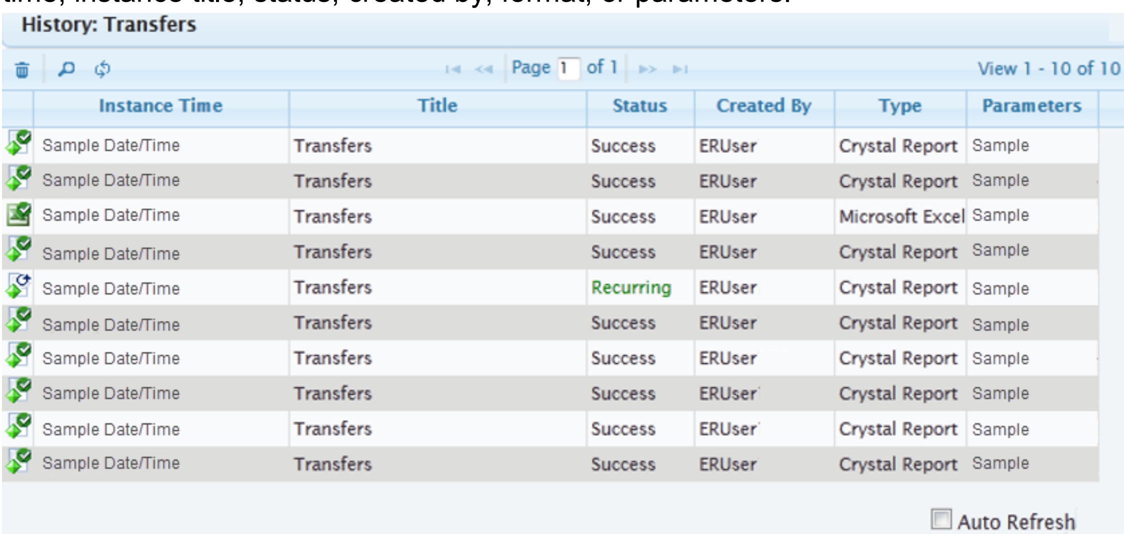
1. **Select:** Folder.
2. **Right-click:** Report.
3. **Select:** History.

➔ The history page will be displayed for the report.

In this example, we right-click the report and select history.



➔ In this example, the history page is displayed. You can use the column headings on the history page to change the sort order for the list of items on the page. For example, you can sort the list by instance time, instance title, status, created by, format, or parameters.

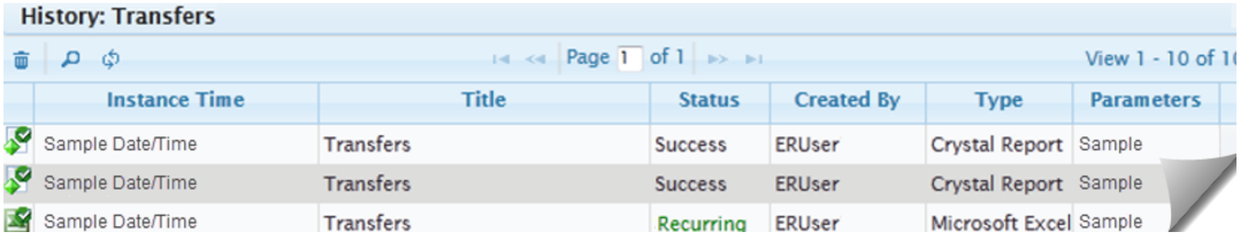


Instance Time	Title	Status	Created By	Type	Parameters
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Microsoft Excel	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Recurring	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample

Report Instances

A report instance is a report that has been scheduled. For example, you might have 10 report instances for one report if you scheduled the report to run 10 times. You can use the history page to view a list of your report instances.

- ✓ Most agencies are setup to retain report instances 40 days from the current date (report instances older than 40 days will be automatically deleted). A few agencies have different retention rules.



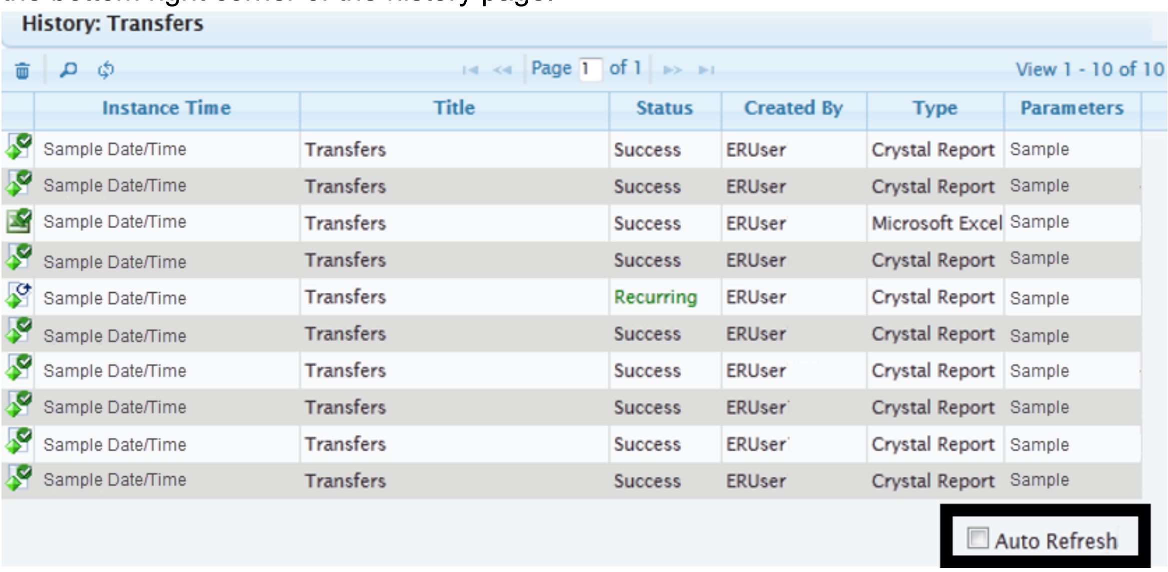
History: Transfers

Page 1 of 1 View 1 - 10 of 10

Instance Time	Title	Status	Created By	Type	Parameters
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Recurring	ERUser	Microsoft Excel	Sample

Auto Refresh

When you schedule a report, the history page will automatically refresh the list of report instances until you select a report. You can restart the automatic refresh by selecting the checkbox next to auto refresh located in the bottom right corner of the history page.



History: Transfers

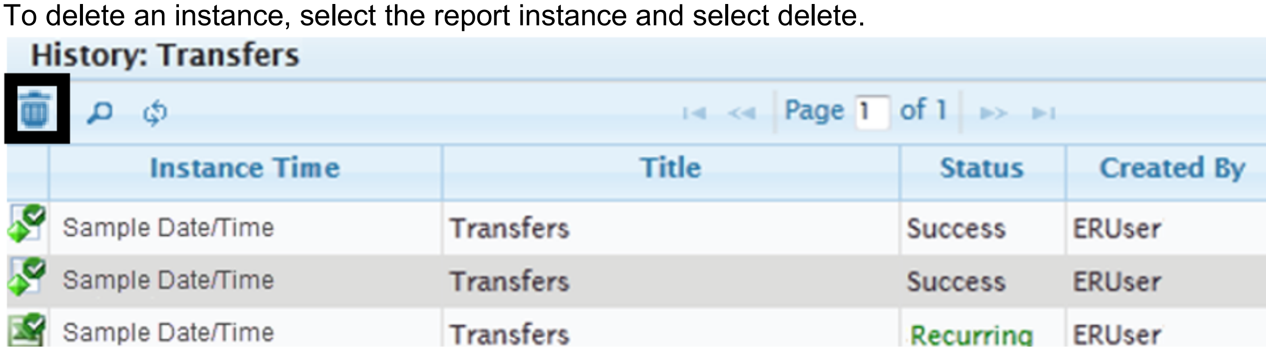
Page 1 of 1 View 1 - 10 of 10

Instance Time	Title	Status	Created By	Type	Parameters
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Microsoft Excel	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Recurring	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample
Sample Date/Time	Transfers	Success	ERUser	Crystal Report	Sample

Auto Refresh

Delete

To delete an instance, select the report instance and select delete.



History: Transfers

Page 1 of 1

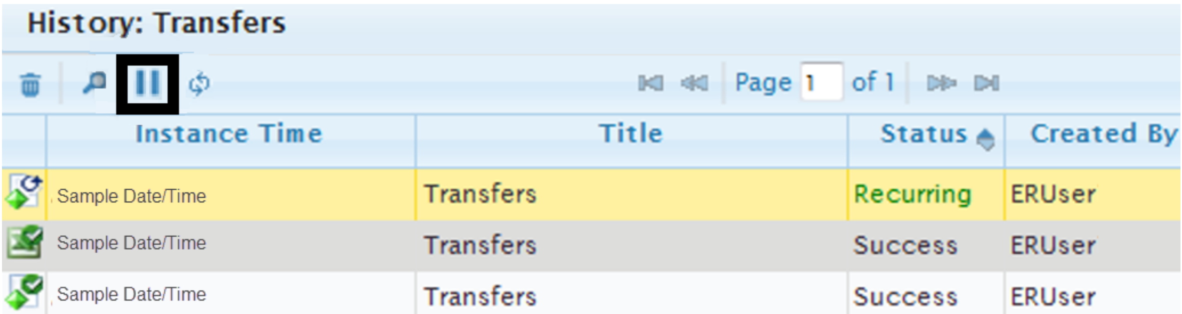
Instance Time	Title	Status	Created By
Sample Date/Time	Transfers	Success	ERUser
Sample Date/Time	Transfers	Success	ERUser
Sample Date/Time	Transfers	Recurring	ERUser

Pause/Resume

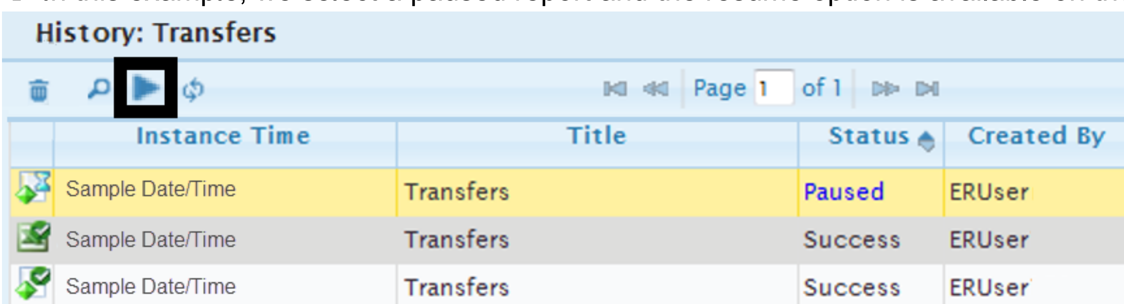
Use the pause option to stop a recurring report instance.

✓ The resume option will be available if the report instance has been paused.

➔ In this example, we select a recurring report and the pause option is available on the toolbar.



➔ In this example, we select a paused report and the resume option is available on the toolbar.



Reschedule

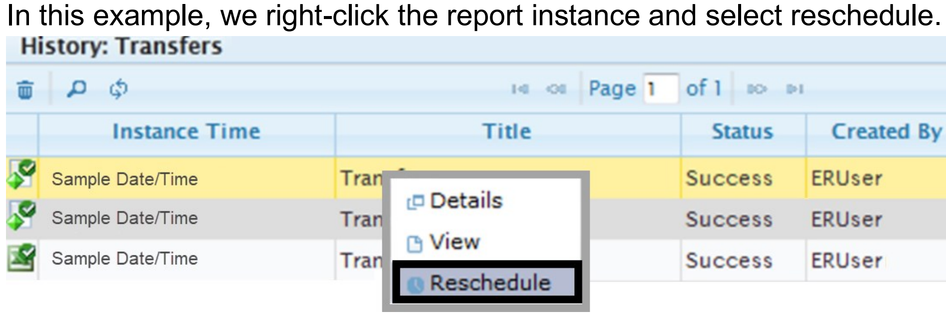
Use the reschedule option to schedule a report using an existing instance.

✓ When you select the reschedule option, the report portal will display additional options so that you can update the parameters, destination, and recurrence information.

1. **Right-click:** Report instance.
2. **Select:** Reschedule.

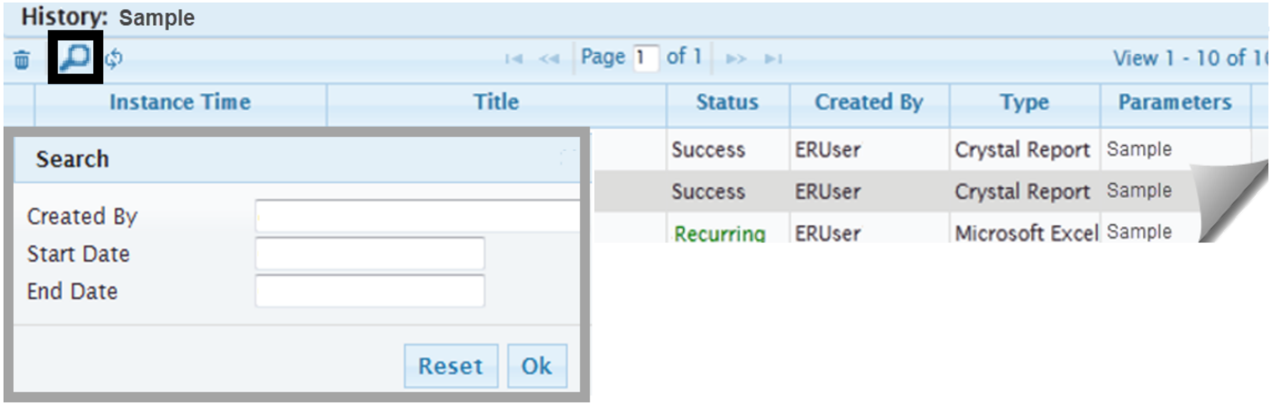
➔ The parameters, destination, and recurrence information will be displayed so that you can make changes and schedule the report instance.

In this example, we right-click the report instance and select reschedule.



Search Report Instances

Use the search option on the history page to find a report instance.



Search options will default to your user ID (created by) and today's date (start/end date).

- ✓ Search results will be returned faster if you input exact value for user ID and include start/end dates.
- ✓ Format for start/end date is MM/DD/YYYY (partial values are not valid).

To search for report instances	Additional Information
Created by another user	Input user ID as an exact value or partial value. ✓ Use exact value for the user ID for faster search results.
Created by users in an agency	Input agency code. For example, use 179 if you want to search for report instances created by DES or use your agency code if you want to search for report instances created by other users in your agency. ✓ Include start/end dates for faster search results.
Created by any user	Remove user ID value (created by field will be blank/empty). ✓ Include start/end dates for faster search results.
Through today's date	Remove start date value (field will be blank/empty) and leave the end date defaulted to today's date. ✓ Include user ID for faster search results.
Between start/end date	Input start date and/or end date with MM/DD/YYYY format. ✓ Include user ID for faster search results.

View/Print/Export Report Results

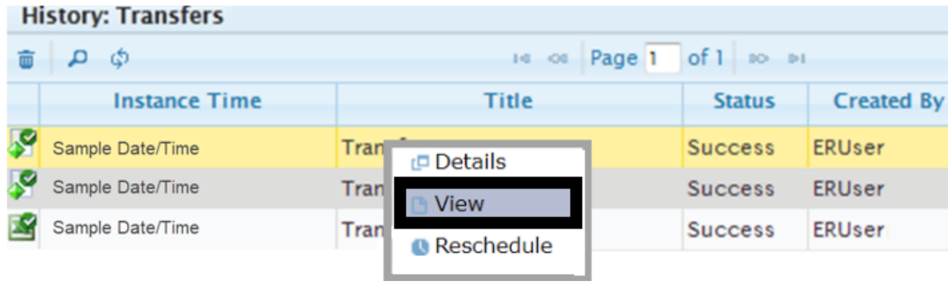
Use the history page to view/print/export your report results.

1. **Right-click:** Report instance.
2. **Select:** View.

➔ Report results will be displayed in the report viewer.

➔ You can also double-click the instance to view the report.

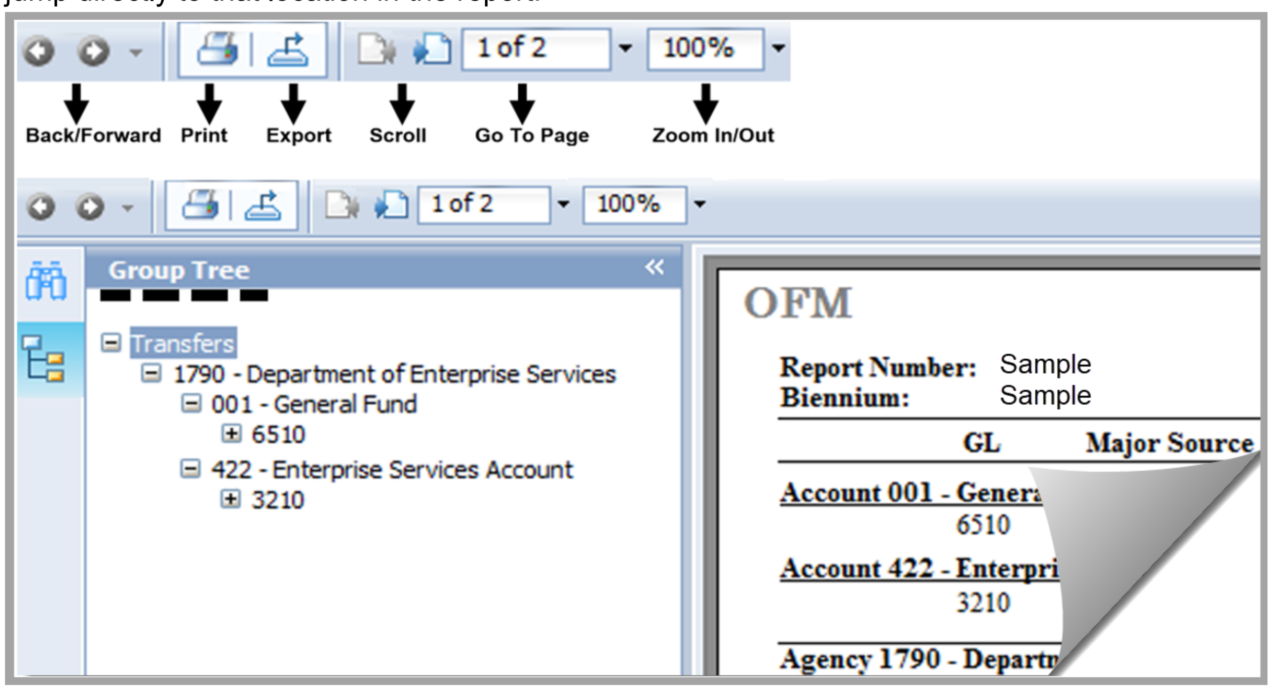
In this example, we right-click the report instance and select view.



Report Viewer

The report portal will display your report results in the report viewer.

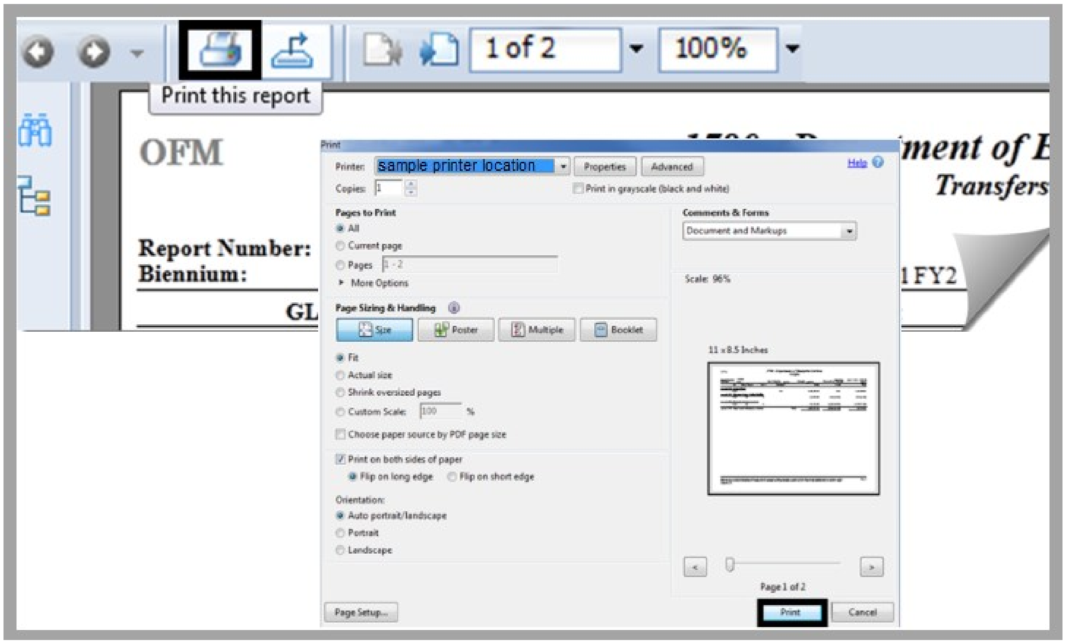
✓ You can use the hierarchy levels in the group tree to focus on specific areas in the report. For example, the report will be displayed with the group tree expanded by default. You can select a value in the group tree to jump directly to that location in the report.



Print Report

The report viewer uses standard options to print a report. This will be very similar to how you print documents from other modern business software tools.

- ✓ The report viewer used by the report portal requires an ActiveX printing control. If you receive an error and cannot print your report, the ActiveX printing control might need to be downloaded to your workstation. If you do not have the ActiveX printing control or you do not have the administrative rights to complete the download, contact your agency help desk/information technology (IT) support staff.

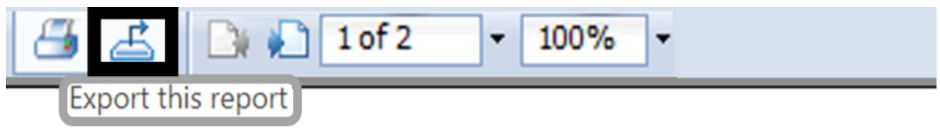


Export Report

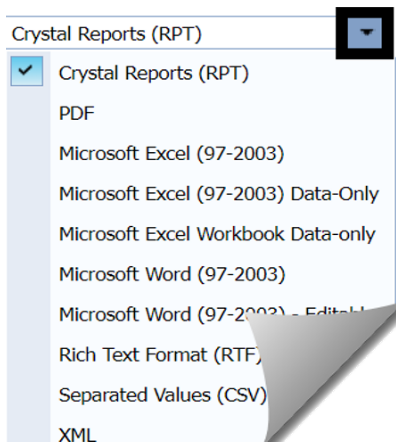
The report portal uses standard options to export a report. This will be very similar to how you export files from other modern business software tools.

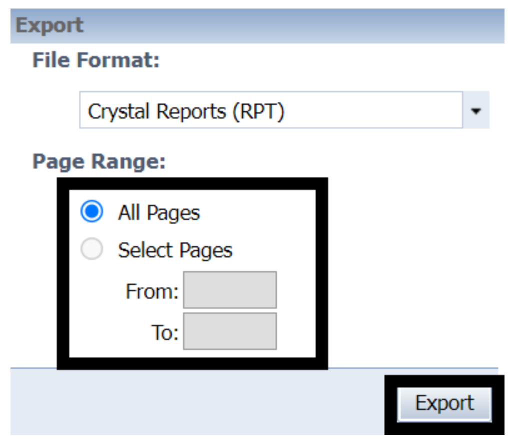
- ✓ If your report is longer than 50 pages, we recommend exporting to an Adobe Acrobat PDF file and printing it from Adobe Reader for better performance.
- ✓ If you export a report to a file format other than the default format for the report, you may lose some or all of the formatting that appears in the original report. For example, most reports use Crystal Reports as the default format to optimize the report output (display, appearance, additional options, etc.). If you select a different format, the report output will be based on that different format (original format is not preserved because it was intended to be displayed in Crystal Reports).

1. **Select:** Export.
➔ Report viewer will display standard options to export the report.



2. **Select:** File format.
3. **Select:** Page range.
➔ Most of the file formats will include an option to export a range of pages (crystal reports and excel data-only formats do not include page range option).
4. **Select:** Export.





➔ In this example, you can select open or save for the exported file.

✓ Depending on your browser settings, you might need to retrieve the file from your downloads folder.